

Minutes of a meeting of the **Shared Services Joint Committee**  
held on Friday, 22nd January, 2016 at G1 - Wyvern House, The Drummer,  
Winsford, CW7 1AH

**PRESENT**

Councillor D Brown (Chairman)  
Councillor D Armstrong (Vice-Chairman)

Councillors JP Findlow, P Groves, P Donovan and L Gittins

**Officers**

Cheshire East Council

Peter Bates, Chief Operating Officer  
Jackie Gray, Corporate Manager, Business Intelligence and Data  
Suzanne Antrobus, Legal Team Manager Commercial Projects and Property  
Rachel Graves, Democratic Services Officer

Cheshire West and Chester

Mark Wynn, Head of Finance  
Sam Brousas, Head of Professional Services  
Aaron Thomas, Programme Manager  
Paul Newman, Archives Local Studies Manager

**23 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**24 DECLARATIONS OF INTEREST**

Councillors D Brown and D Armstrong declared an Outside Body Interest as an appointed Member of the CoSocius Shareholder Board.

**25 PUBLIC SPEAKING TIME/OPEN SESSION**

No members of the public were in attendance and no questions had been submitted prior to the meeting.

**26 MINUTES OF PREVIOUS MEETING**

**RESOLVED:**

That the minutes of the meeting held on 27 November 2015 be approved, subject to the spelling correction in Minute 19 – Occupational Health Unit, of 'Wet' to 'West' in the second bullet point.

**27 CHESHIRE ARCHIVES AND LOCAL STUDIES SHARED SERVICE: ACCOMMODATION PROJECT UPDATE**

The Committee considered a report on the current position with the Archives relocation proposals.

A number of options to relocate the Cheshire Archives and Local Studies and continue to provide access to the collection whilst affording new and appropriate levels of accommodation and storage had been considered by officer – details of which were contained in Appendix 4 to the report.

Options 3 and 4 had been identified as the preferred options to take forward. A more detailed analysis of these options would be carried out by an independent expert and would involve the use of staff and stakeholder workshops and telephone interviews with key stakeholders. The outcome of this analysis and the preferred service model would be reported to the meeting of the Joint Committee in March 2016.

**RESOLVED:** That

- 1 the progress to date on the Archives relocation project be noted.
- 2 the proposals for the future Joint Committee decisions concerning this project, as outlined in Section 11 of the report, be endorsed.

**28 UPDATE ON THE IMPLEMENTATION OF SHARED SERVICE ARRANGEMENTS TO PROVIDE ICT, HR AND FINANCE SERVICES TO BOTH AUTHORITIES.**

The Committee considered a report on the progress being made in regards to the establishment of a Shared Service for the delivery of ICT and a shared service for the delivery of HR and Finance.

The report detailed the progress on the key workstreams of the programme in relation to HR, Finance, legal and governance, business continuity and for the development of the ICT Shared Service.

All affected staff would be informed of the TUPE Transfer process, future employer and associated terms and conditions

Three key programme risks had been identified and it was requested that more information on the risks identified be provided to the Joint Committee.

**RESOLVED:**

That the progress in the mobilisation of the programme of work needed to establish the two shared services be noted.

## 29 COSOCIUS SERVICE REVIEWS

The Committee considered a report on progress being made in the delivery of the CoSocius Service Review programme.

The report provided an update on the key themes and issues arising from the work to date, and an indication of the direction of travel for each area of review.

Where appropriate the CoSocius contribution to activities in relation to the service reviews has been paused, to ensure that when the reviews deliver their outcomes, they were fully aligned with the wider ICT transformation programme which would be underway post-transfer.

The Outline Business Case for the implementation of a replacement Enterprise Business System was presented to the Joint Committee and approval was sought to proceed with a the development of a detailed Business Case.

### **RESOLVED:** That

- 1 the progress to date with the service reviews underway, the opportunities for collaboration and sharing across both Councils identified so far, and the proposals to review the phasing of the remaining review activities alongside the CoSocius Transfer Programme be noted;
- 2 the contents of the Outline Business Case regarding the implementation of a replacement Enterprise Resource Planning solution be noted;
- 3 the recommendation to proceed with development of a Detailed Business Case regarding the Enterprise Resource Planning implementation, which will support a recommendation to proceed with a formal procurement process be approved; and
- 4 the resource plan and estimated costs for the development of the Detailed Business Case regarding the Enterprise Resource Planning implementation be approved.

The meeting commenced at 2.00 pm and concluded at 2.50 pm

Councillor D Brown (Chairman)